

## JOB ANNOUNCEMENT VACANCY #02-AC-DHS-0005

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Agency:	Department of Human Services
Division/Unit:	
Position:	Accounting Technician
Grade/Step:	DS-6/1 – 8/10
Salary Range:	\$23,580 – \$38,939
Area of Consideration:	Unlimited
Opening Date:	5-8-02
Closing Date:	Open until filled
Number of Vacancies:	Three

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### Position Description:

The incumbent computes a variety of pay entitlements such as regular and irregular hours, which involve night differential, Sunday premium, hazardous duty pay, overtime and holiday pay in addition to various retroactive supplemental pay adjustments for career, temporary, intermittent, WAE, part-time, consultants, wage grade, summer and WYC employees. Maintains payroll records, listings, edits, etc., and compiles various related annual and budget reports, etc., for U.S. Department of Labor (Compensation), and U.S. Department of Health and Human Services (Social Security cases). Audits payroll data and prepares quarterly and year-to-date gross salary earnings for reporting to various agencies. Responds to written inquiries from law firms, insurance companies, mortgage companies, DOL, etc., requesting payroll data and lost time on employees. Represents the department in court cases involving employee's wages and lost time accounts.

Position requires knowledge of procedures for auditing, setting up or changing employee accounts, updating master record information and standard procedures for auditing time and attendance reports.

### Submission Information:

To: Office of Government Business and Human Capital  
Recruitment Division  
941 North Capitol Street NE, Suite 1200  
Washington DC 20002  
Fax: (202) 442-6413

**Submission Materials :** DC2000 (employment application) or Resume with cover letter

*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.*